

## LAW CLERK I APPLICATION INSTRUCTION GUIDE

Thank you for your interest in working as a Law Clerk I for the Arizona Court of Appeals, Division One. Please follow the instructions below when submitting your application materials.

**For each judge you wish to apply with**, please upload the following materials in **one combined PDF**:

- Cover Letter
- Resume
- Law School Transcript
- Writing Sample (no more than five pages; excerpts permitted)
- Two or Three Letters of Recommendation

### DOCUMENT UPLOADS

It is preferred for application materials to be submitted as one document upload using the Resume document type. Your document should be titled as follows: YourLastName\_Judge'sName\_APPLICATION PACKAGE (EXAMPLE: Smith\_JudgeThomas\_APPLICATIONPACKAGE).

If you are **not** able to submit one application package, please follow the instructions below:

1. Submit ONE resume
2. Submit one separate cover letter for each judge you wish to apply with (if applying for multiple judges, you will have multiple uploads under the Cover Letter document type.)
3. Submit ONE transcript using the Additional Items document type
4. Submit ONE writing sample using the Additional Items document type.
5. Letters of Recommendation should be submitted using the Additional Items document type. PLEASE NOTE: If your recommenders would like to submit the letters separately, please provide the following email address: [hr@appeals.az.gov](mailto:hr@appeals.az.gov)

### **Naming Conventions for Each Document Type (when submitting documents separately)**

#### **RESUME**

YourLastName\_RESUME (Example: Smith\_Resume)

#### **COVER LETTER(S)**

YourLastName\_Judge'sName\_COVER LETTER (Example: Smith\_Judge Thomas\_COVERLETTER)

#### **ADDITIONAL ITEMS**

##### **Transcript**

YourLastName\_TRANSCRIPT (Example: Smith\_TRANSCRIPT) NOTE: if you have a transcript from more than one school, please include the school's name in your document title.

##### **Writing Sample**

YourLastName\_WRITINGSAMPLE (Example: Smith\_WRITINGSAMPLE)

##### **Letters of Recommendation**

YourLastName\_Judge name\_LOR\_Recommender (Example: Smith\_Judge Thomas\_LOR\_Gates)

**PLEASE NOTE:** If you delete a document from your application, it will be removed from your profile and any previous applications you have submitted.